



## Abilities Expo Workshop Policies

Thank you for your interest in sharing your knowledge and expertise with Abilities Expo attendees! We look forward to the possibility of working with you. Please submit a signed copy of this document with your workshop proposal. E-signatures and email confirmations are accepted.

### Workshop Policies:

- The time allotted for each workshop is **one hour**. All workshops **must end on time**.
- Workshop presenter preferences are considered when scheduling, however, the final decisions on schedule are based on the needs of the show and its attendees.
- The objective of the workshops program is to increase the value of the Expo for all attendees. As a result, workshops are selected independent of exhibitor agreements.
- Presentations designed as marketing or promotional pitches for specific products, programs, or technologies **are not permitted**. All presentations are expected to be general, unbiased, and based in education – **not sales**.
- Presenters who are selected to speak but who are not present for their workshop and don't make arrangements for a replacement **will not be considered for future presentations**. Exceptions can be made for exigent circumstances.
- Presenting a workshop at Abilities Expo is a non-compensated engagement. Abilities Expo seeks to work with presenters who are supported by their companies and organizations to engage in outreach and education. **Any costs associated with presenting at the shows are the responsibility of the presenters and/or their organization or sponsor.**
- Presenters acknowledge that attendance at workshops varies and is difficult to predict. Sessions may draw a very small attendance of 10 to as many as 100 attendees, or any number between.
- Due to the large number of workshops, events and other activities taking place at Abilities Expo, workshops will not be announced over the public address system.
- Workshops are promoted via extensive online and media initiatives prior to the show and via signage on site at the show.
- Abilities Expo has exclusive and final say on the content and schedule of the workshops for each show.

### Acknowledgement:

I have read, understand, and accept the above listed workshop policies:

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_